

THE COURSE: This seminar is designed to provide logical solutions to the problems of project definition, cost estimation, selection, authorization and control. Emphasis is placed on the specification of adequate, accurate planning and control systems—systems which will enable the manager to establish and control project resources more precisely and to monitor on-going work more closely. EDP organization effectiveness as well as project performance is pursued in detail.



WHO SHOULD ATTEND: This is a seminar for data processing and computer systems managers, programming managers, systems analysts and design managers, corporate directors of information systems, and programming project leaders.



COURSE OBJECTIVES: The purpose of this seminar is to provide appropriate guidelines for the planning, organization, and management of data processing projects ranging from programming systems development to production operations to equipment feasibility studies. How to go about setting project check-points, how to measure the performance of resources, and how to increase the ability of staying within budget estimates are among the tough problems tackled in this seminar.

COURSE OUTLINE

OVERVIEW

- The EDP Environment
- Data Processing Organizations
- EDP Project Life Cycles
- EDP Management Objectives
- Role of the Users/Clients

PROJECT DEFINITION

- Defining Project Boundaries and Requirements
- Project Organization Structures
- Defining Work Tasks
- Estimating Time, Cost and Resource Requirements
- Adequate Planning of User/Client Work Tasks

PROJECT SELECTION

- Estimating and Reviewing Project Benefits
- Setting Project Priorities
- Developing Feasible Project Schedules
- Securing Management Approvals

PROJECT AUTHORIZATION

- Defining Detailed Performance Plans
- Establishing Control Checkpoints
- Allocating Resources
- Assignment of Work Tasks

PROJECT CONTROL

- Monitoring Time, Resource and Cost Expenditures
- Identifying Work Status
- Measuring Project Performance
- Identifying Problem Areas
- Controlling Systems Changes
- Taking Effective Management Action

EDP ORGANIZATION CONTROL

- Multiple Project Interactions
- Balancing Project Performance
- Impact of Changing Requirements
- Personnel Performance and Development
- Setting Long Range Goals and Plans
- Interfacing Development, Maintenance and Operations Functions

IMPROVING EDP PERFORMANCE

- Developing an EDP Management "awareness" system
- Stimulating Resource Improvement
- Responsibility and Profit Center Accountability
- Improving Work Standards and Procedures
- Effective Integration of Users/Clients, EDP Developers, and Company Objectives
- Systems and Organization Audits

The right to cancel the seminar or to amend the syllabus is reserved.

LOCATION: Seminars are conducted at the hotels listed below. The cost of hotel rooms is not included in the registration fee. IAT does not arrange hotel reservations; however, the hotels will hold a block of rooms for seminar participants until two weeks before the seminar. Hotel reservation cards will be forwarded with registration confirmations. Please contact the hotels directly for reservations, mentioning IAT, Control Data Corporation, the seminar, and dates attending.

October 28-30, 1970
Sheraton-Silver Spring
8727 Colesville Road
Silver Spring, Maryland 20910

●
November 18-20, 1970
Sheraton-O'Hare Motor Hotel
6810 North Mannheim Road
Chicago, Illinois 60018

●
January 6-8, 1971
The Summit Hotel of New York
East 51st Street at Lexington Avenue
New York, New York 10022

The Sheraton-Silver Spring is a mile from the Capital Beltway and is easily accessible to the entire metropolitan area and by direct limousine service to Washington airports. The hotel offers free parking to seminar participants.

REGISTRATION: Registration, including course materials and luncheons, is \$300 for the first participant and \$275 for others from the same organization. Checks for registration should be made payable to The Institute for Advanced Technology. Classes will begin at 9:00 a.m. and end at 5:00 p.m. daily.

THE INSTRUCTOR: MR. RAYMOND WENIG is Vice President of Operations for Managematics, Inc., an advanced management sciences consulting organization in New York City. He has eleven years of experience in the design, development and management of EDP and management sciences projects. He has developed and implemented a broad range of planning and control systems for EDP.

Mr. Wenig's experience includes the total range of consulting and management systems services to Data Processing management, including project and resource management systems, equipment scheduling and utilization systems, peripheral materials and data library control mechanisms, EDP project and organization budgeting and cost control systems and the development and implementation of systems analysis programming, and operations standards and procedures. He is a graduate of the Massachusetts Institute of Technology and has done post graduate work in operations research and management science. He has also authored several publications on project management.

OTHER SUBJECTS:

Computer Operations for Third Generation
Machines

Compiler Writing Techniques

Computer Systems Analysis

Data Base and File Organization

Design of Data Communications Systems

Design of On-Line Computer Systems

Evaluation and Analysis of Time-Sharing Systems

Optical Character Recognition

Optimization of Data Communication Systems

Computer Terminals and Graphic Displays

Basic Systems and Procedures including
Data Processing Concepts

Advanced Management Systems Analysis
Operational Personnel Management Information
Systems

Management Information Systems

Project Management Seminar—Workshop

OTHER PROGRAMS: As an extension to the publicly offered program, The Institute for Advanced Technology offers seminars at the clients' premises or at special IAT facilities. The presentation of special sessions may be a replica of the regularly scheduled program, or they may be specially tailored to meet clients' requirements.

THE INSTITUTE FOR ADVANCED TECHNOLOGY is a directorate of Control Data Education Institutes. The nature of computer-based methods makes education an integral part of Control Data operations. The Institute provides education in computer, management, mathematical and statistical sciences. Faculty members are drawn primarily from the ranks of Control Data Corporation's professional staff, supplemented by leading professionals from the industrial, business and academic worlds. The curriculum consists of subjects in which these professionals are experts—recognized for excellence in day-to-day application of the art and science of computer usage to the real problems of business and industry. This teacher-doer relationship is formalized in The Institute for Advanced Technology. Sharing these skills through seminars in major cities and special in-plant training programs is the goal of The Institute for Advanced Technology.

For further information, or to be placed on the mailing list for future announcements, write:

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The Institute for Advanced Technology

CONTROL DATA
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—presents—

MANAGEMENT OF DATA PROCESSING PROJECTS

with

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